2015 Securexam User Guide

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Introduction

Securexam is a lockdown software. Once you launch it, you will not be able to access any saved files or online resources without exiting the program.

It is strongly recommended that you print this user guide before installing and testing the *Securexam* software.

THIS GUIDE SHOULD BE READ IN CONJUNCTION WITH THE "*SECUREXAM* TIPS" GUIDE.

Technical support

Candidates using employer-supplied computers should contact their employer's IT department first to ensure minimum hardware and software requirements have been met.

Candidates using their own computers or who have no access to an employer IT department should contact CPA Canada's help desk resources as follows:

1. **Contact Software Secure:**

   In order to best assist you in an expedited manner, please click on the following link for Software Secure online customer support portal:
   http://clientportal.softwaresecure.com/support/

   Alternatively, you can call: 1-855-489-2777 (English support) or 1-844-644-7470 (French support).

2. **If this does not solve the problem, contact the CPA Canada helpdesk at https://support.cpacanada.ca**

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Computers in the CPA examinations

When you write CPA examinations, you will use a laptop computer to input your responses, for calculation, and for reference purposes.

PDAs, cell phones, pagers and any other electronic/wireless devices are specifically prohibited. Your computer can have no peripheral devices, other than a wired mouse and/or a numeric keypad and/or a USB hub. **An external keyboard and/or any wireless devices (e.g. a wireless mouse) are expressly forbidden.**

Your computer must meet the hardware and software requirements described in this guide.

Securexam is accessible from the CPA *Securexam* registration website at: http://cpacanada.securexam.com/login.html

About *Securexam*

Securexam is a special "lockdown" software program that disables most of your computer's functionality and file access. It will ensure that, during an examination, you will be able to use your computer for the following purposes only:

- **Reference**: You will be able to use a PDF viewer to search the *CPA Standards and Guidance Collection* and the *Federal Income Tax Collection*;
- **Keyed Response**: You will be able to use a word processor and electronic spreadsheet to input your responses for cases, input your responses to objective format questions and submit them electronically for marking purposes.

You will not be able to access any other files or programs.

When you use the PDF viewer, the objective format questions tab, the word processor and the spreadsheet, you will find significant functionality limitations, including:

- **Function Keys:** All function keys – F1 to F12 – are disabled.
- **Right-Click and Double-Click:** Most right-click and double-click mouse functions are disabled. You can use the pull-down menus to execute all necessary right-click and double-click functions.
- **Start Menu Button:** The start menu button is disabled.

For more details on how to work with the word processor, the spreadsheet and the PDF viewer, refer to the "*Securexam* Tips" document that can be found on the CPA Canada Desire2Learn website or on your regional website.

Minimum hardware and software requirements for *Securexam*

Securexam runs on PC-based computers only. No Apple/Power PC/Macintosh computer will be allowed, even if it runs Windows.

To install *Securexam*, your laptop must meet these minimum hardware and software requirements:

Hardware

- 1 GB of Ram
- 100 MB of free hard drive space (required to run application)
- A free USB port

To use *Securexam* in the writing centre, you need a free USB port. (You do not need a free USB port to practice with the software or to complete the mandatory “Qualification Exam”, but it is strongly recommended you always use a USB key.)

Software

- Microsoft Windows Operating System Vista, Windows 7 or Windows 8

To download the software, upload the “Qualification Exam” and receive emails from Software Secure, Internet access is required.

User rights requirement

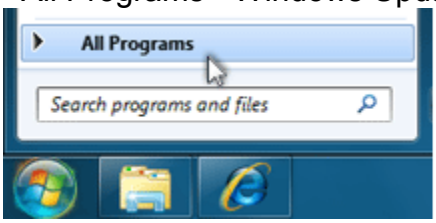
You must have administrator rights to install this software. User-level rights will allow you to use the software once it has been installed.

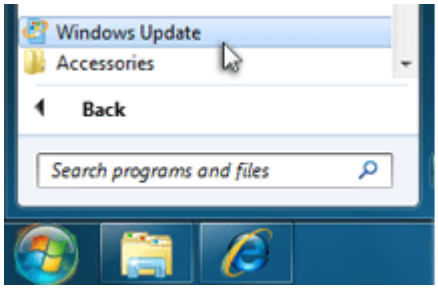
If your employer owns your computer, you must secure employer approval and/or assistance to install *Securexam*, in accordance with your employer’s policies.

Required pre-installation maintenance

To make sure your computer is in good general working order, you must perform the following maintenance before installing *Securexam*:

1. Ensure the computer meets the minimum requirements.
2. Install and run the latest antivirus software updates and definitions.
3. Install the latest updates for Microsoft Windows. Updates can be found by clicking Start->All Programs->Windows Update.





4. Perform hard disk optimization/defragmentation to ensure proper working of the computer's hard disk.

Installation instructions

Many candidates have the *Securexam* software preinstalled on their computers by their employer's IT staff.

If you do not have the *Securexam* software preinstalled on your computer by your employer's IT staff, you must download the software from the *Securexam* website at http://cpacanada.securexam.com/login.html

You have been pre-registered on the web site by your region. On the welcome page, log on by entering your seven digit CPA candidate number as ID and password. Click on the "Log In" button.

Download and save the installation package onto your computer desktop.

Double-click the installation package icon on your desktop to unzip the downloaded files.

1. Close all programs and files.
2. Double-click the *Securexam* Installer icon to launch the *Securexam* installation program.
3. Follow set-up instructions to install *Securexam*.
4. The *Securexam* icon will appear on your desktop.

The computer is now ready to run *Securexam*.

If you do not have administrative rights, contact your employer's computer help desk.

Types of exams

Different types of exams are available within Securexam. The process for taking an exam (described later) is almost the same for all types of exams.

"Qualification Exam"

In order to take the CPA examinations, you must take a "Qualification Exam" and upload the resulting file to Software Secure. You may take the examination only after signing a waiver indicating that you have successfully performed this test on the computer you bring to the exam, and have received confirmation from Software Secure that the software is working properly.

Practice Exam

You can and should practice using Securexam to simulate the actual CFE and to verify that the software is working well on your computer. Any practice exams you write will be saved to your desktop, in a folder called "Securexam", in an unencrypted format that you will be able to access and print.

CPA exams

Using *Securexam* at the CPA examinations will be the same as using it in a "qualification" exam. Refer to page 24, for the exceptions:

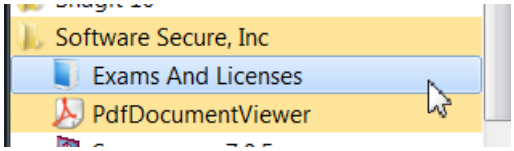
Getting Securexam started – getting exams and licenses

The first time that you run *Securexam*, you need to download important files to your computer that will allow the software to run. Periodically your region may direct you to update your license and/or exam files. If you need to uninstall and re-install *Securexam* for any reason, you will also need to follow these steps:

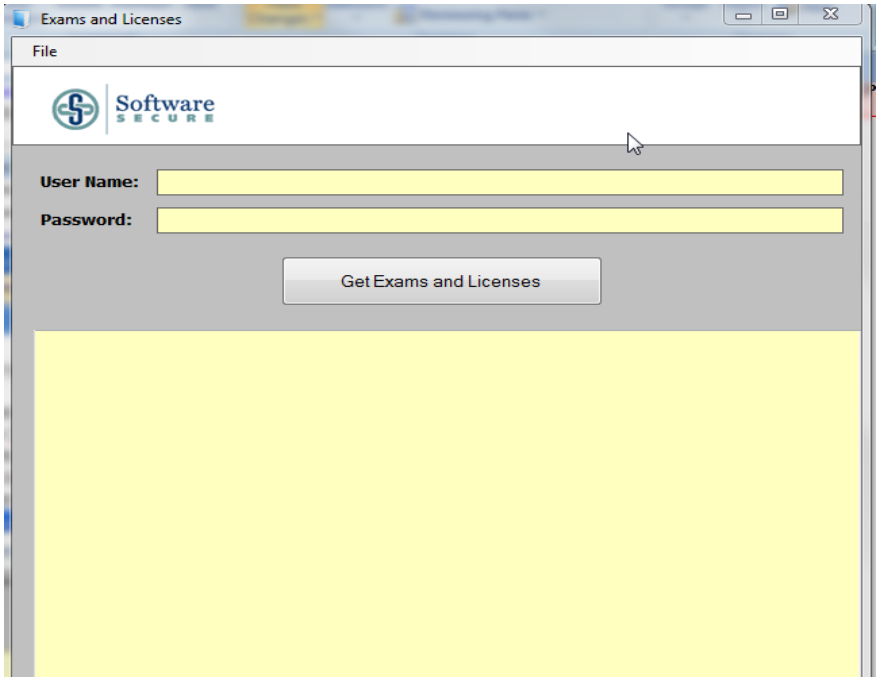
Get Exams and licences

Make sure you are connected to the Internet.

1. Click on “Start.”
2. Click on “All Programs.”
3. Click on ‘Software Secure, Inc.”
4. Click on “Exams and Licences” to launch the program.



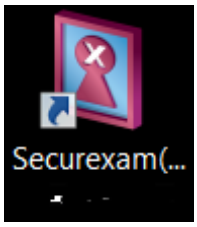
After the program launches, enter the username (7-digit candidate number) and password that you use to access the *Securexam* website (http://cpacanada.securexam.com/login.html). Click on the “Get Exams and Licenses” button. After downloading, you may exit the program. When you launch *Securexam*, your licences and exams have been retrieved and you are ready to take the qualification exam.



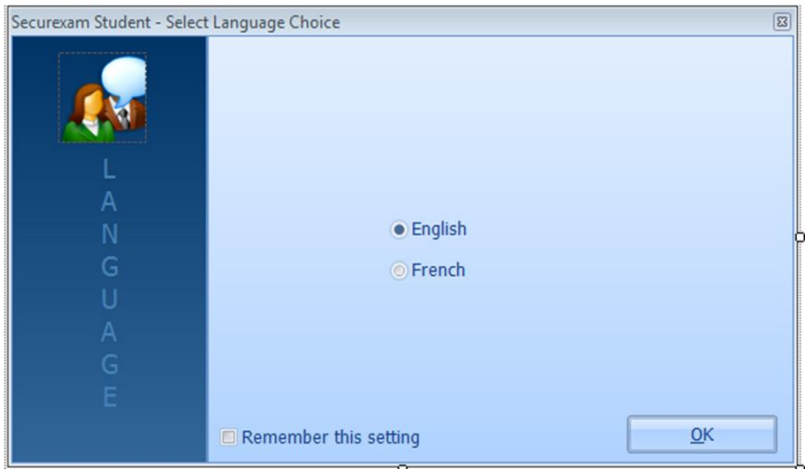
Taking a Qualification Exam

In order to take a CPA examination and to make sure the software works properly on your computer, you must test the software by performing a “Qualification Exam”, and upload the resulting files to Software Secure for confirmation.

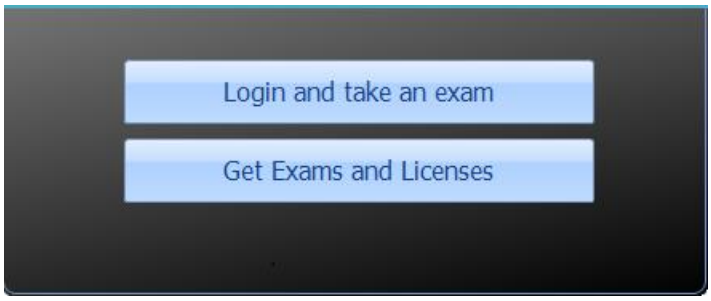
1. Close down ALL software applications. To start the application, double-click on this icon.



Once *Securexam* launches, a language selection dialog will appear.

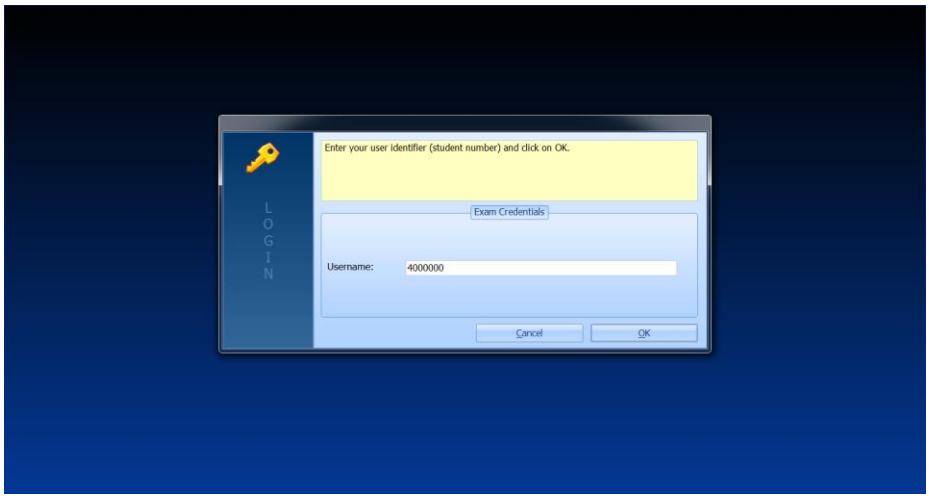


2. Choose your preferred language and click on OK. The main screen appears (it may take up to 45 seconds).



3. Click on “Login and take an exam” from the main screen.

The “Login” dialog screen will appear.



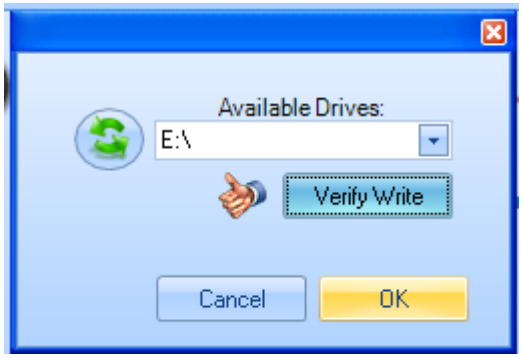
4. Enter your Username (your 7-digit candidate number) and click on “OK” to continue. The USB Drive Backup Wizard appears.

Your exams will be backed up on a USB key during an exam session. The “USB Drive Backup Wizard” will guide you through the process of testing your USB key to insure the proper usage.

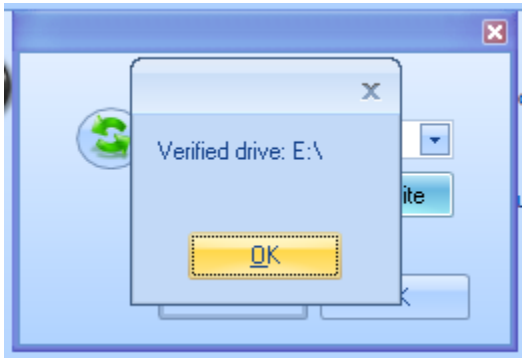
5. At the Drive Backup Wizard, **click the “Manually Configure” box.**

The following window pops up

Select the removable drive, and click “Verify Write”
If the drive works, you will see the following window.



Click OK



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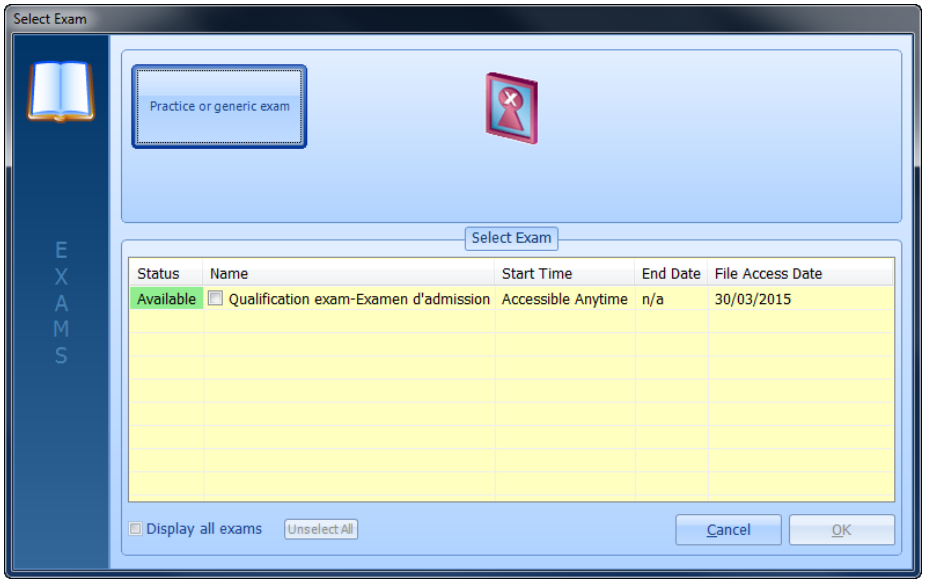
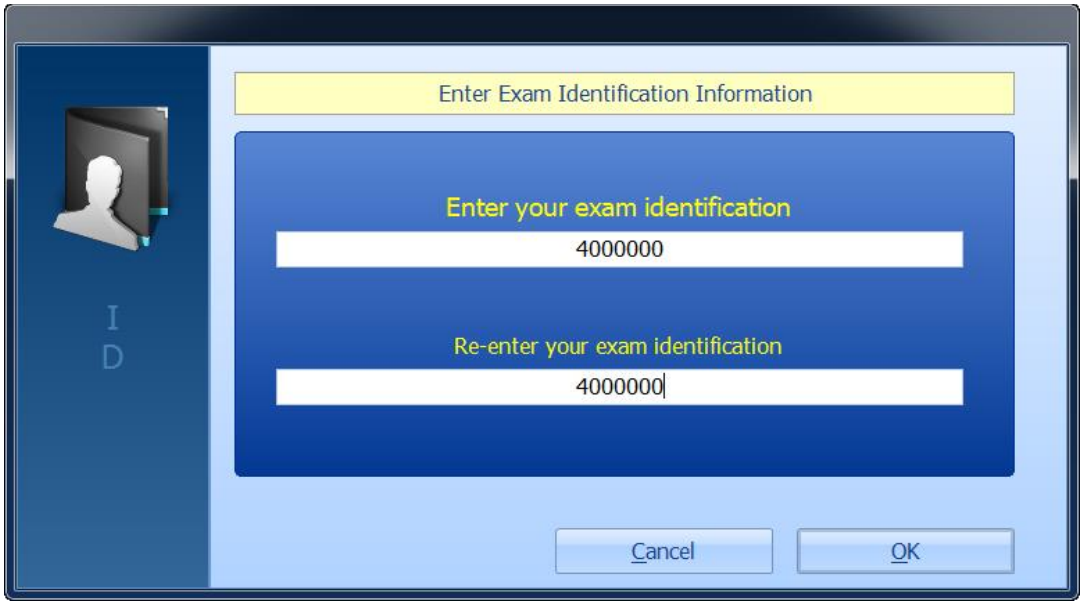
If the drive fails, you will see the following window.

In this case, this is usually due to a faulty USB key, or the drive you picked is the wrong one (e.g. a CD-ROM drive). Make sure you picked the right drive. If the USB key is faulty, exit *Securexam* and restart the process with a different USB key.

6. After insuring that your USB key is properly configured for your, the “Select Exam” dialog box will appear. Check the box next to “Qualification exam – Examen d’admission”, and click on “OK.”

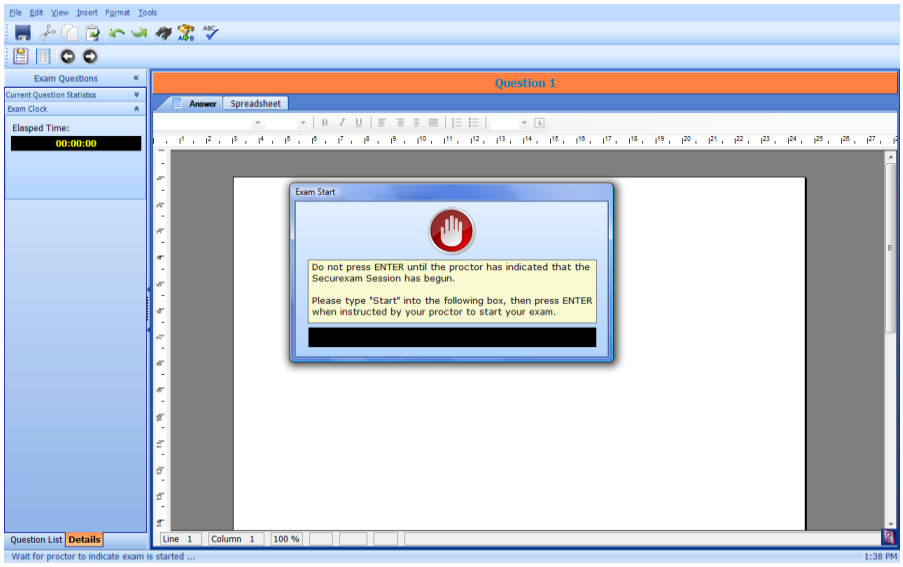


7. The exam identification screen will appear, pre-populated with your 7 digit CPA Canada student number. If the number is not right, you can change it.



8. Click on OK. The “Password” dialog box appears.

9. Type in the word “cpa” in the password box. The exam will be loaded. Once the exam is ready, the “Exam Start” dialog box will appear.


File Edit View Insert Format Tools
Exam Questions
Current Question Statistics
Exam Clock
Elapsed Time:
00:00:00
Question 1
Answer
Spreadsheet
Exam Start
Do not press ENTER until the proctor has indicated that the Securexam Session has begun.
Please type "Start" into the following box, then press ENTER when instructed by your proctor to start your exam.
Question List
Details
Line 1
Column 1
100 %
Wait for proctor to indicate exam is started ...
1:38 PM

10. Type in “start” then press “Enter.”

You need to leave your computer in “Qualification Exam” mode for at least 5 minutes. You will not be able to use your computer during this time and <u>you will not be able to exit Securexam.</u>

11. Note the number of sections on the left pane of the screen. In this case, you should see 4 sections: Intro, Case / Cas #1, Section I and Section II.

12. While in the Qualification Exam, do the following tests:

A. Go to Case/Cas #1 in the answer tab.
   a. In the answer tab type: “This is a test of the Securexam software”
   b. Copy and paste the line you typed
   c. Highlight the first line and bold it
   d. Highlight the second line and change the font to italic
   e. Underline software in the second line

B. Launch the PDF References Viewer by clicking on the “View” drop down menu, and then selecting “*PDF References Viewer*”
   a. Make sure the PDF documents are in your preferred language

b. Under “Available PDF Documents” expand the tree and ensure you can access:

Under CPA Canada Handbook

- Copyright
- Under Accounting – Preface, Parts I, II and III
- Under Assurance – Preface, Glossary of terms, Canadian Standards on Quality Control, Canadian Auditing Standards and Other Canadian Standards
- Under Public Sector Accounting – Public Sector Accounting Standards, Public Sector Guidelines, Highlight Summaries
- Archived Highlight Summaries
- Archived Revision Releases
- Under Canadian Auditing and Assurance Practice Notes – Introduction to auditing and assurance standards practice notes and CAPN 1000
- Under Public Sector Statements of Recommended Practice – Introduction and SORP-1 to 4
- Under Risk Oversight and Governance Collection – 20 Questions Series, The Not-for-Profit Director Series, CFO Series and Directors Briefings

Under Canadian Income Tax Act with Regulations

- Income Tax Act
- Income Tax Regulations
- Income Tax Application Rules

c. Right click on any folder to make sure it can expand / collapse
d. Open any PDF and highlight one paragraph (using the mouse and holding down the left click)
e. Right click once you have highlighted the paragraph and select “Copy Selected Text”
f. Move your mouse into the answer tab and paste the paragraph using ctrl-v
g. Move your mouse into the spreadsheet tab and paste the paragraph using ctrl-v

C. Go to the spreadsheet tab
a. Open up formulas on the top toolbar
b. Scroll down to FV and copy the formula under Syntax
c. Paste the formula in the spread sheet column A row 1
d. Enter the following numbers in column M and sum them using the ∑:
100 312 423 569
e. Click on the box beside "show printable area" on the toolbar
f. Ensure that when this box is checked column O disappears

D. Go to the Exam Questions on the left of the screen and click on “Section I”. These are multiple choice questions.
a. Make sure the questions are in your preferred language
b. Answer all questions and see your progress on the top right of the screen

c. Hover over the arrows on the bottom of the screen: Can you
   Go back to the beginning
   Go to the previous question
   Go to the next question
   Go to the next unanswered question
   Go to the end.

E. Go to the Exams Questions on the left of the screen and click on “Section II”. This is task based simulation
   a. Make sure the questions are in your preferred language
   b. Answer all questions

F. After 5 minutes being in the Qualification Exam, click on File at the top of the screen and exit Securexam (password out is "cpa")

G. View the files saved on your usb key and ensure that the file “2015 CPA-CANADA_Qualification exam-Examen d'admission….ssi-response” is there and the date and time stamp are correct

H. Make sure that the file “2015 CPA-CANADA_Qualification exam-Examen d'admission….ssi-response” is on your desktop

If you turn off your computer during a Qualification Exam without properly exiting *Securexam*, when your computer is turned on again, *Securexam* will restart and you will have to go through the following steps:

1. **Choose your language and then the proctor password screen will appear.**
2. **Type in the proctor password. The proctor password, for a “Qualification Exam”, is “cpa2015.”**
3. **Type in a reason in the text field.**
4. **Choose the radio button “Finalize the exam.”**

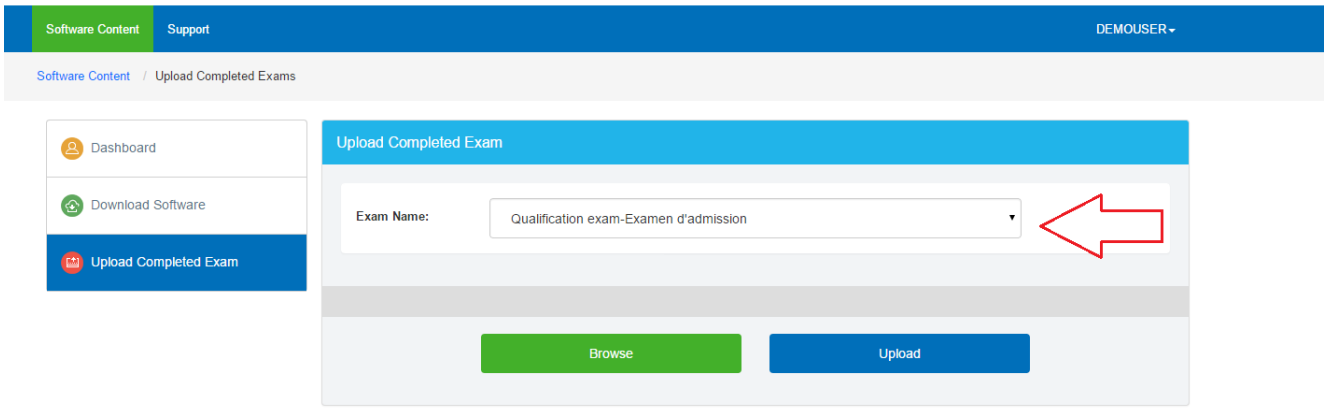
Uploading the Qualification Exam

Upload the Qualification Exam file as follows:

1. Login to your account on the Securexam Registration website at http://cpacanada.securexam.com

2. Click on the “Upload Completed Exam” button in the left navigation page.

3. Choose the “Qualification exam-Examen d’admission” in the drop-down menu.

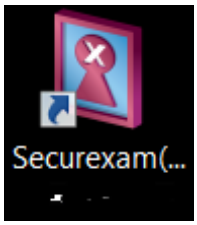


4. Use the “Browse” button to navigate to your Desktop and select the file saved there by Securexam under the name “2015CPA-CANADA _Qualification exam-Examen d’admission_your email_date_time.ssi-response”. Click on Open.
5. Click on the “Upload” button.
6. Your file will be uploaded.

   By going back to your Dashboard, you should see your uploaded exam files and your qualifying status.

Taking a practice or generic exam

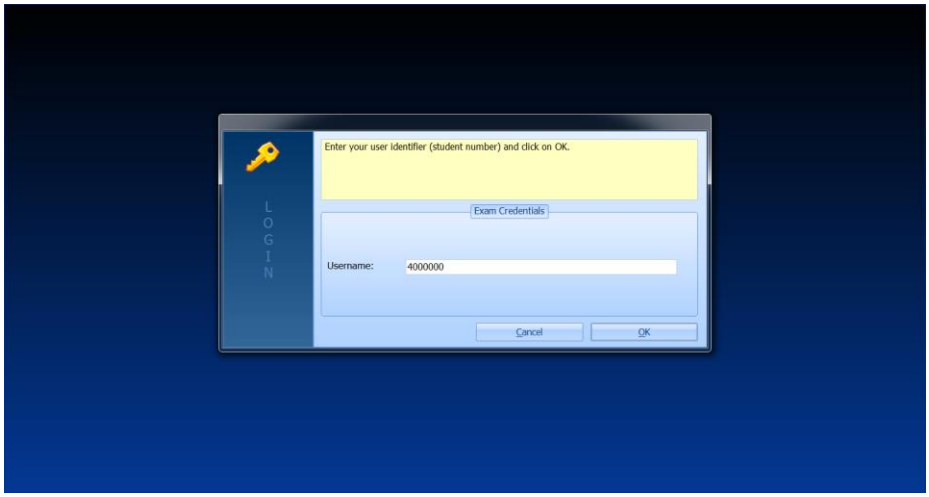
Close down ALL software applications. To start the application, double-click on this icon.



Once *Securexam* launches, a language selection dialog will appear.
Choose your preferred language and click on OK. The main screen appears (it may take up to 45 seconds).

Click on “Login and take an exam” from the main screen.

The “Login” dialog screen will appear.

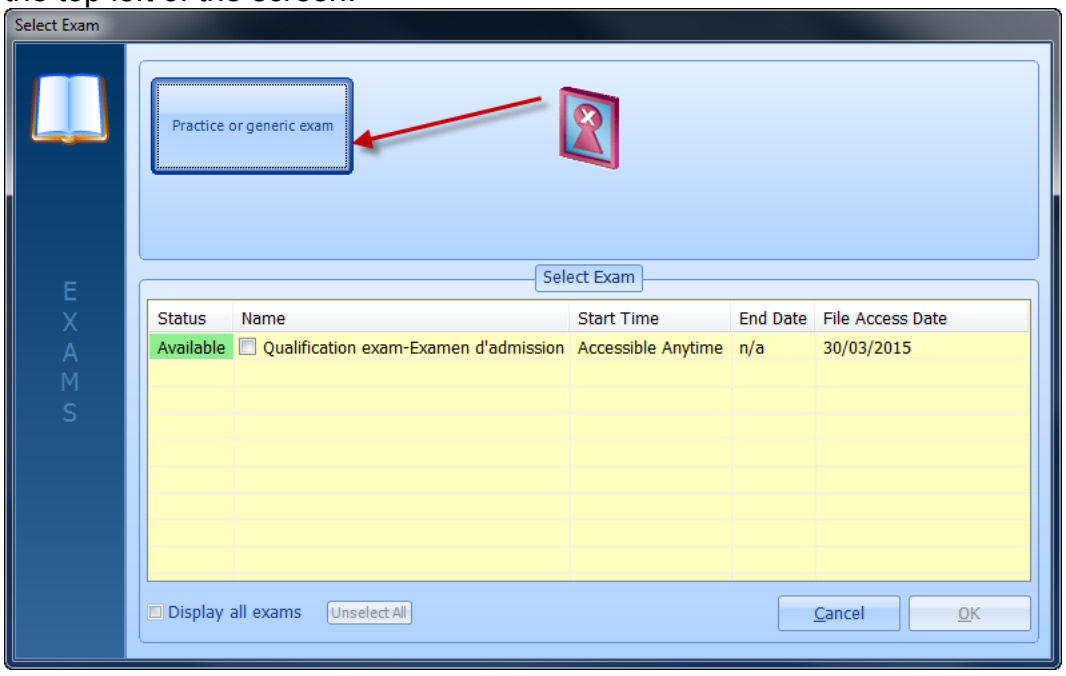


Enter your Username (your 7-digit candidate number) and click on “OK” to continue. The USB Drive Backup Wizard appears.

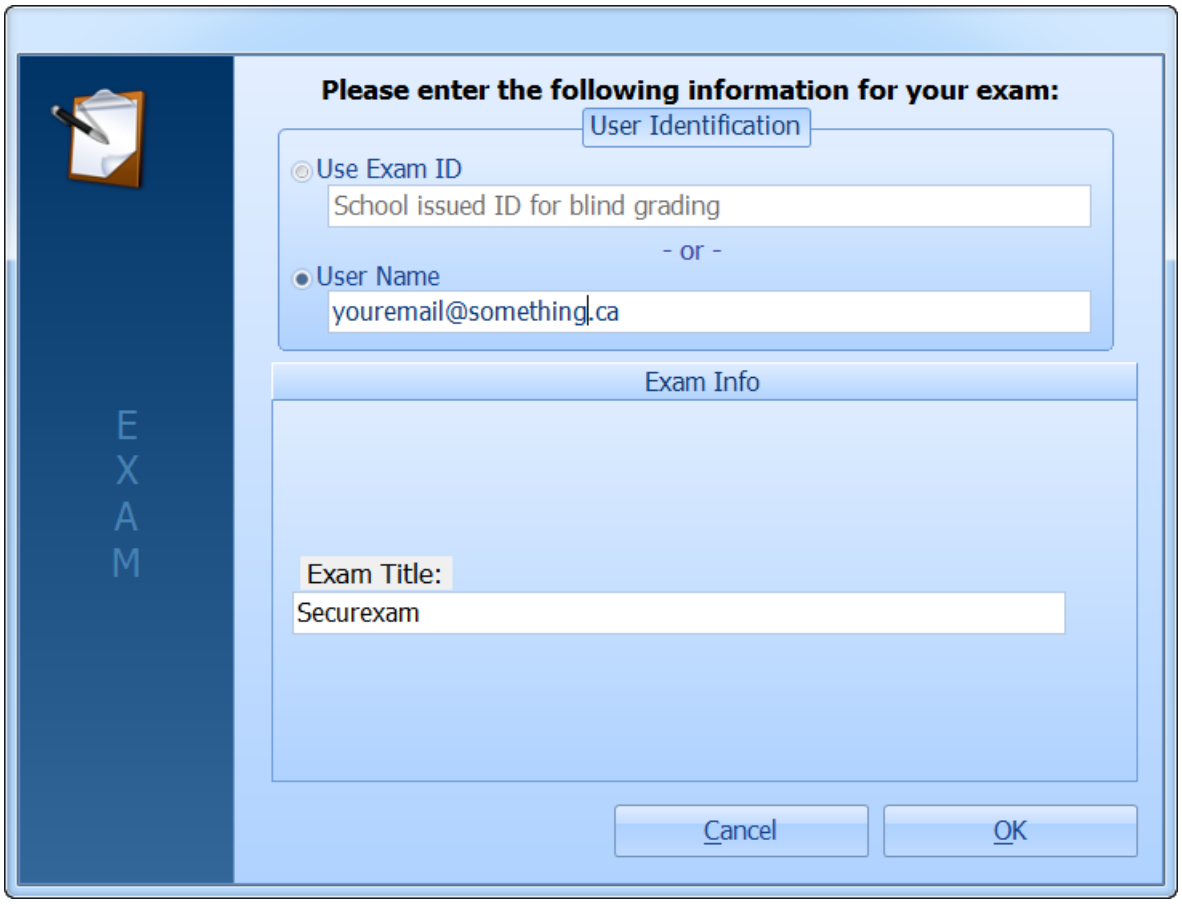
At the Drive Backup Wizard, **follow the same instructions as explained in the qualification exam.**

After ensuring that your USB key is properly configured for your exam, the “Select Exam” dialog box will appear.

To select a practice or generic exam, **click on the button “Practice or generic exam”,** on the top left of the screen.



The “Exam” dialog box appears.



Under “User Identification”, you must select from one of the two available options. This user identification information will be entered in the exam header for grading identification.

“Use Exam ID” – Enter the 7-digit candidate number that you have been given.

Or

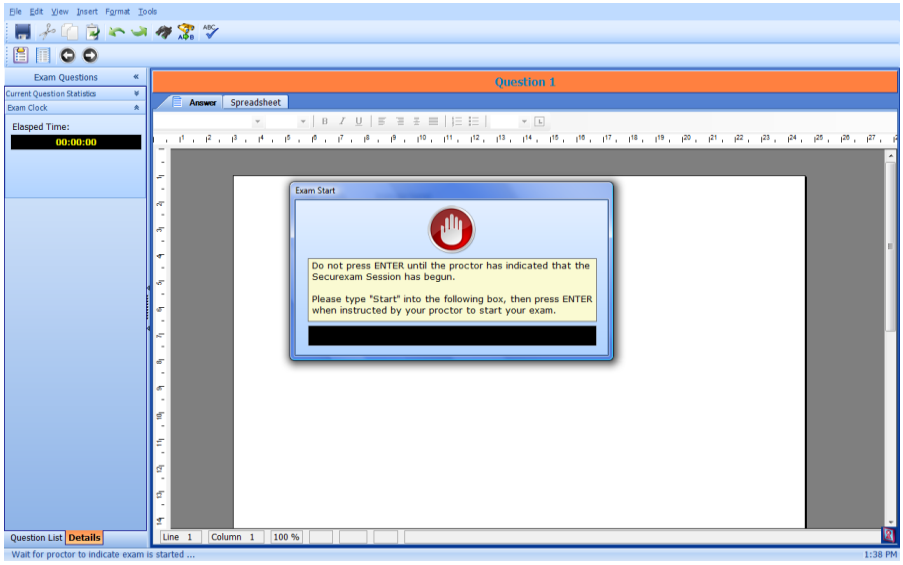
“User Name” – If selected, your 7-digit candidate number is automatically entered for you.

For a practice exam, choose any option. For a generic exam, follow instructions given to you by the University/Region.

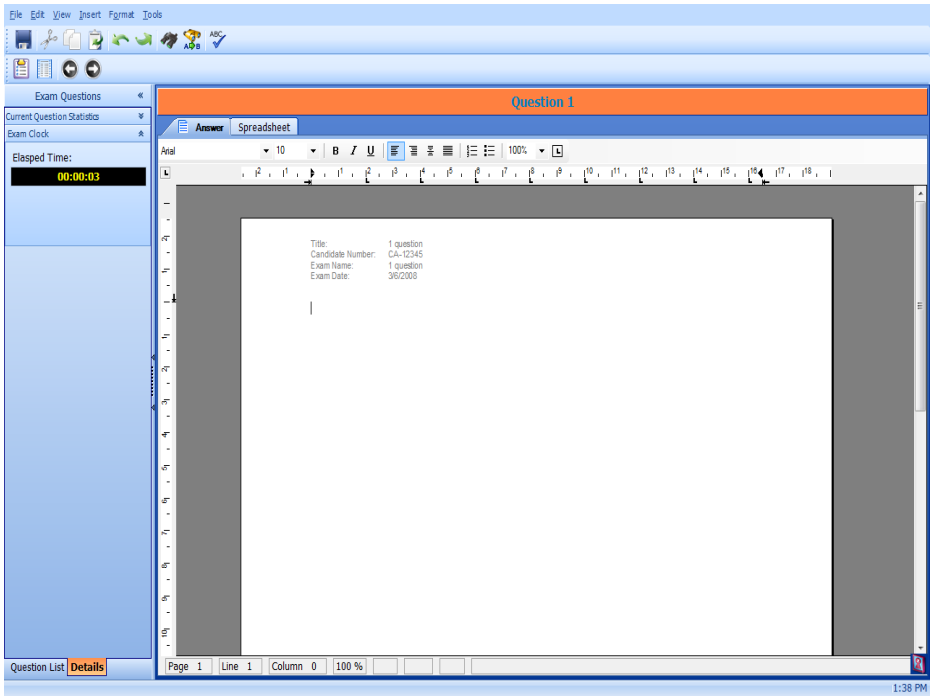
Click on OK. The “Password” dialog box appears.

For a practice exam, type in the word "password" in the password box. For a generic exam, follow instructions given to you by the University/Region.

Click on OK. Once the exam is ready, the "Exam Start" dialog box will appear.



Type in "Start", press the enter key and you will now have access to the exam. Your exam will appear as shown.



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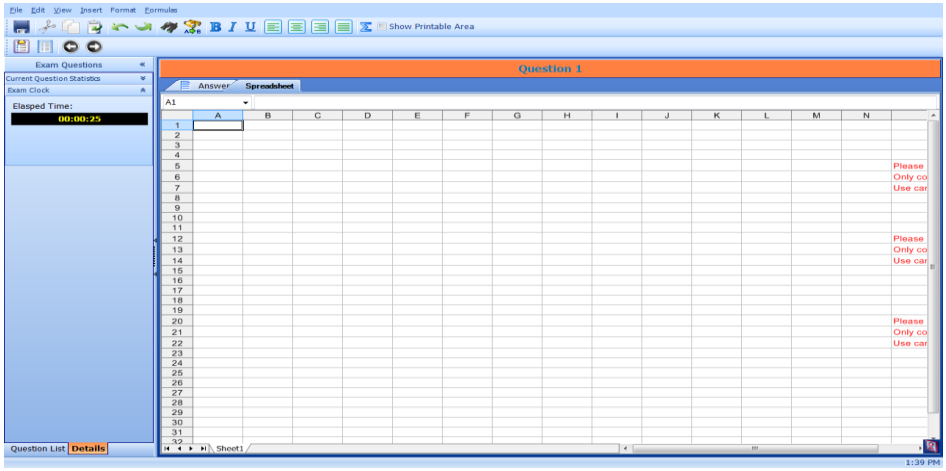
Answer tab

The word processing tab ("Answer") appears for Question 1. Practice working with the word processing document. We recommend you review each menu item to familiarize yourself with any differences from a normal *Microsoft ® Office Word* menu.

For more details on how to work with the answer tab, refer to the "*Securexam* Tips" guide.



Spreadsheet tab

Each question has its own spreadsheet associated with it. Open the spreadsheet by clicking on the "spreadsheet" tab, situated under each question. Practice working with the spreadsheet. We recommend you review each menu item to familiarize yourself with any differences from a normal *Microsoft ® Office Excel* menu.

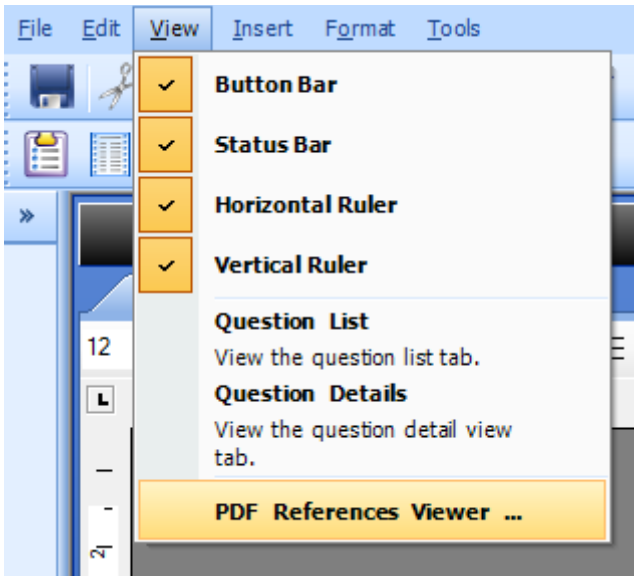
To obtain a list of the available formulas and the syntax for use in the spreadsheet while in *Securexam*, click on the drop down menu "Formula."

When you are working in the spreadsheet, you must limit yourself to columns A to N. Only work entered in these 14 columns will be printed for marking.

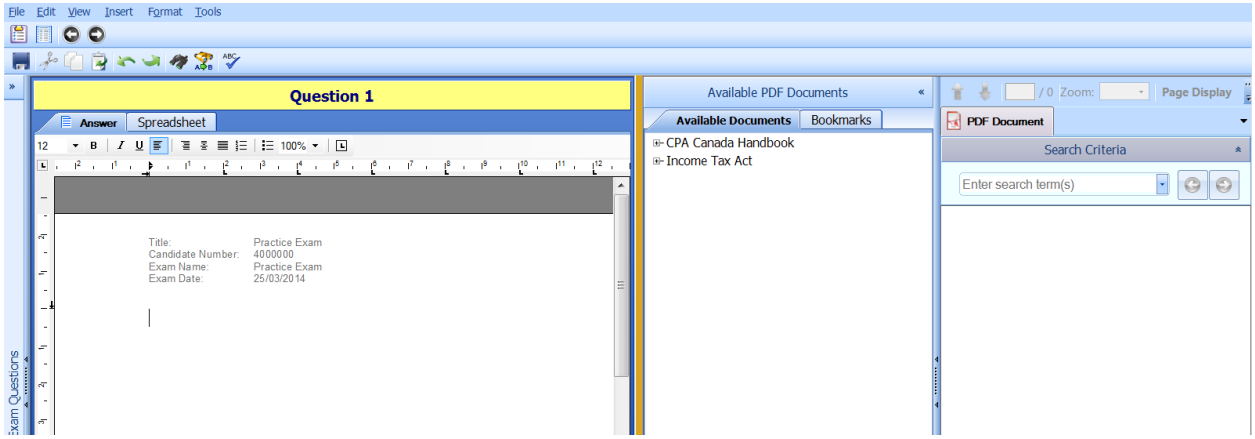
For more details on how to work with the spreadsheet, refer to the "*Securexam* Tips" guide.

Launching the PDF viewer

Once you are in an exam**, you can access the PDF viewer by clicking on the "View" drop-down menu in the answer tab only**, and then selecting "*PDF References Viewer.*"

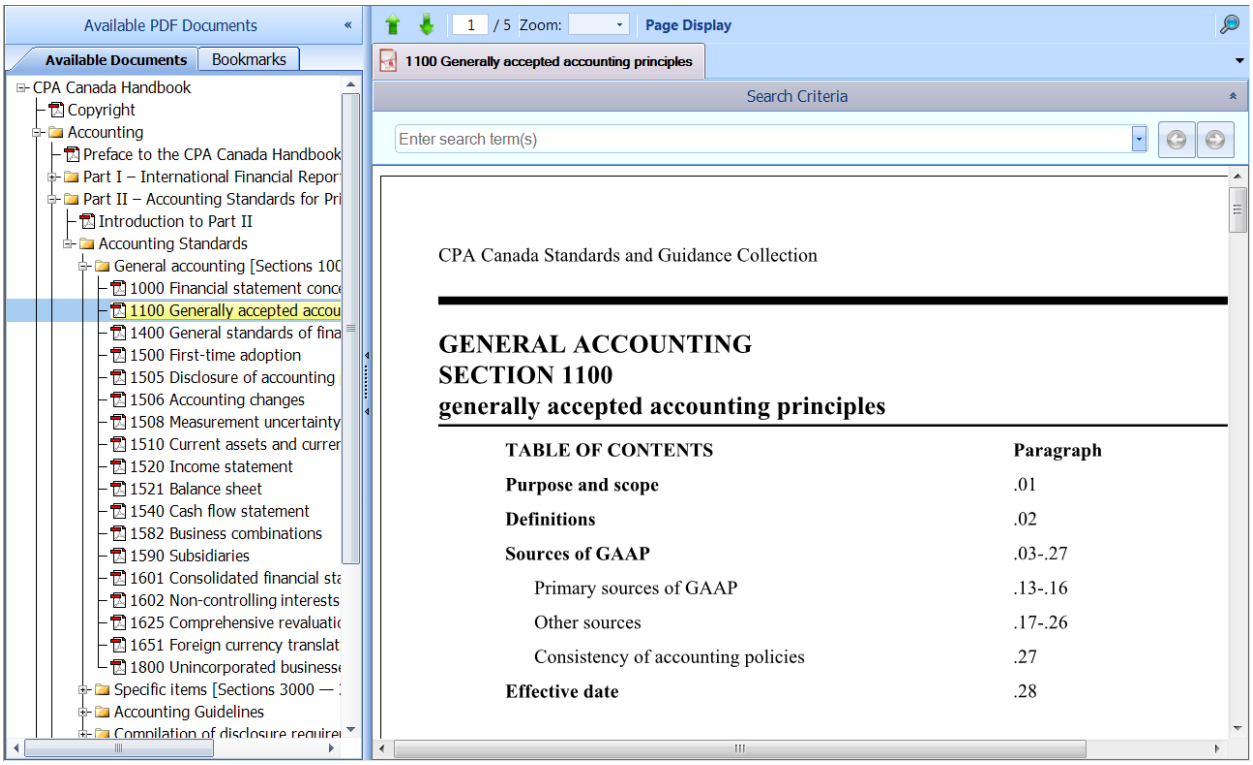


The PDF viewer window will appear as follows:



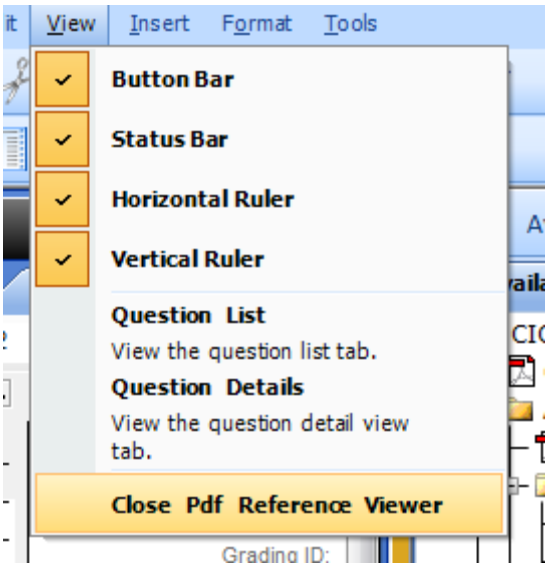
Managing screen “real estate”

Notice that there is an orange “splitter bar” between the question/answer side and the PDF viewer side. You may click on the splitter bar and drag it left or right to provide one view with more space on the screen.



Closing the PDF reference reviewer

Once the viewer is opened, the menu item changes to:



Clicking on the link will close the PDF viewer.

For more details on how to work with the *PDF viewer*, refer to the "*Securexam* Tips" guide.

Exams with Multiple Questions

In an exam with multiple case questions, each question has an answer tab and a spreadsheet tab. To navigate between questions, click on the arrow buttons on the top left of the page. You can always see which question you are answering as the question number appears in bold in the coloured title bar above the "Answer" and "Spreadsheet" tabs.

Ending Your Exam

When you are ready to end your exam, select the "End Exam/Session" from the File Menu.

The exit password box will appear.

For a practice exam, type in the word "password" in the password box and click OK. For a generic exam, follow instructions given to you by the University/Region.

The "End Exam" box will appear.

Confirm that you wish to end your exam. A final dialog box will appear which you must also click to indicate you are ready to end the exam.

Your exam will be saved on your computer and to the USB key (if you are using a USB key and tested it at the beginning of the exam).

Securexam will shut down.

For a practice exam, your exam will be saved in a decrypted format in a subfolder, located in the "*Securexam*" folder on your desktop. For a generic exam, your exam will be saved in an encrypted format on your desktop.

If you turn off your computer during a practice exam without properly exiting *Securexam*, when your computer is turned on again, *Securexam* will delete all files from your practice exam and restore your computer. Your files will be lost unless you used a USB key.

CPA CHARTERED PROFESSIONAL ACCOUNTANTS PEP

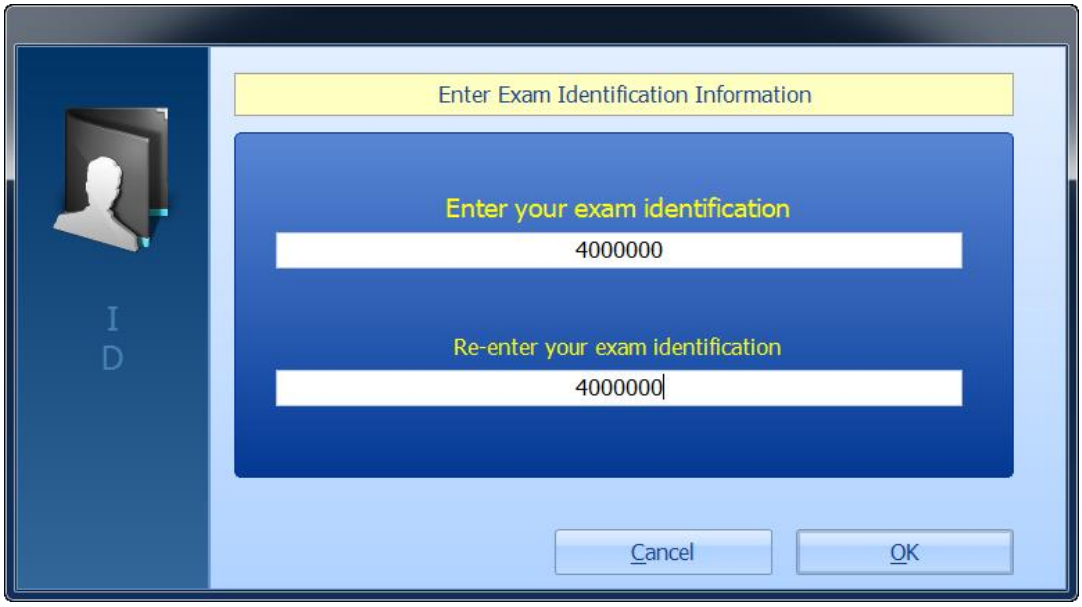
What to expect in the CPA examination

Using *Securexam* at the CPA examinations will be the same as using it in a "qualification" exam, with these exceptions:

1. **USB Port**: You must have a free USB port.
   You can test whether your port is working by inserting a USB Key in your USB port, and testing it with the USB Drive Backup Wizard, while doing a practice exam or the mock exam.

2. **USB Key:** A USB key will be provided at each examination day. You will insert this key into your USB port at the beginning of the exam, and hand it in to the proctor at the end of the exam. Follow the directions of the exam invigilator for testing your USB key.

3. **Passwords and Candidate Number**: Password to enter Securexam will be automatically entered by the software. The password to exit *Securexam* will be announced in the writing centers. Your candidate number will always be your 7-digit CPA candidate number and it will be automatically typed in for you. The candidate number screen that will appear is as follows:



4. **Access to Work Done:** With the *Securexam* practice exam, any work you do is saved in an unencrypted form to your desktop. In the CPA examinations, however, all your work will be saved in an encrypted form to your desktop, to your hard drive and to the USB key. You will turn in your USB key at the end of each day. You will not be able to read the encrypted files saved to your desktop or your hard drive. These files are backups of the files saved on your USB key – don't delete them.

5. **Submitting Your USB Key:** At the end of each day, you will submit your USB key, which contains your encrypted exam files, to the proctors on leaving the examination.

6. **Uploading Your Exam:** You will be required to submit the backup encrypted file from your desktop to Software Secure within 3 hours after the exam. Instructions on how to do this will be provided to you. If there are any problems with your files, you will be contacted immediately, and arrangements made to secure the backup file from your computer's hard drive.

CPA CHARTERED PROFESSIONAL ACCOUNTANTS PEP